

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		NUMBER: 1700-2
SUBJECT: OIG Organization and Procedures	DATE: June 1, 1997	
	OPI: Office of Inspector General	

1 PURPOSE

This regulation provides a statement of OIG's organization, authority, responsibility, policies and procedures, and the related responsibilities of USDA officials and employees. The changes are as follows.

A The title of the Regional Inspectors General for Investigations has been changed to Special Agents-in-Charge and the title of the Director, Financial Management and ADP Audit Operations has been changed to Regional Inspector General for Financial and ADP Operations.

B Appendix A has been updated to reflect changes in the OIG regional offices.

2 SPECIAL INSTRUCTIONS

Departmental Regulation 1700-2, dated July 18, 1995, is superseded by this regulation.

Agency managers are responsible for making their employees aware of the contents of this directive.

3 POLICY

OIG and USDA agencies will follow the procedures set forth in this regulation concerning audit and investigative activities. Agencies are required to cooperate with OIG to facilitate the conduct of audits and investigations. Agency management shall focus on and take prompt action on problems identified and recommendations made by OIG as soon as sufficient information has been provided.

4 ABBREVIATIONS

ADP - Automated Data Processing

AIG - Assistant Inspector General

AIG/A - AIG/Audit

AIG/I - AIG/Investigations

AIG/PD&RM - AIG/Policy Development and Resources Management

ALO - Agency Liaison Officer

COM - Case Opening Memorandum

CFR - Code of Federal Regulations

DOJ - Department of Justice

FBI - Federal Bureau of Investigation

GAO - General Accounting Office

HRM - Human Resources Management

IG - Inspector General

OCFO - Office of the Chief Financial Officer

OGC - Office of the General Counsel

OIG - Office of Inspector General

OMB - Office of Management and Budget

RIG/A - Regional Inspector General/Audit

SAC - Special Agent-in-Charge

ROI - Report of Investigation

TDD - Telecommunication Device for the Deaf

U.S.C. - United States Code

USDA - United States Department of Agriculture

5 AUTHORITIES AND RESPONSIBILITIES OF THE INSPECTOR GENERAL

Following is a summary of OIG's authorities and responsibilities.

a Inspector General Act of 1978 (IG Act), as amended, 5 U.S Appendix.

- (1) Provide policy direction for and conduct, supervise, and coordinate audits and investigations relating to USDA operations.
- (2) Review existing and proposed legislation and regulations related to USDA operations and make recommendations concerning the impact on the economy and efficiency and detection of fraud and abuse in USDA operations.
- (3) Recommend policies for and conduct, supervise, or coordinate relationships between USDA and other Federal agencies, State and local governmental agencies, and nongovernmental entities regarding the promotion of economy and efficiency, prevention of fraud and abuse, or the identification and prosecution of participants in fraud and abuse.
- (4) Keep the Secretary, the Congress, and departmental management informed in a timely manner on significant problems and deficiencies disclosed as the result of audits and investigations.
- (5) Report expeditiously to the Attorney General whenever the IG has reasonable grounds to believe there has been a violation of Federal criminal law.
- (6) Receive and consider for audit and investigation complaints from USDA employees.
- (7) Provide the "Semiannual Report to Congress" (SARC) to the Secretary of Agriculture for transmittal to the President of the Senate and Speaker of the House. Also provide the SARC to the appropriate committees and subcommittees of Congress.

b Agriculture and Food Act of 1981, Section 1337, Public Law 97-98 (7 U.S.C. 2270).

- (1) Make arrests for certain criminal felony violations.
- (2) Execute warrants for arrests and searches of premises.
- (3) Carry firearms.

c Secretarial Delegation (7 CFR 2.33).

- (1) Provide for the physical protection of the Secretary and Deputy Secretary.
- (2) Serve as the liaison between USDA and GAO on all audits of USDA conducted by GAO.

d Single Audit Act of 1984 (31 U.S.C. 7501) gt. seg. (7 CFR 3015.70-.76).

OMB establishes the responsibilities of OIG for single audits as required by the Single Audit Act. OIG shares cognizant agency responsibilities within USDA with the awarding agency and OCFO. In those instances where USDA is designated as the cognizant agency, the IG has responsibility for providing technical assistance, performing a review of all audit reports, and a periodic review of audit workpapers. For smaller entities not assigned a cognizant agency, the requirements set forth in section 13 of this regulation must be met.

e Chief Financial Officers Act of 1990, Public Law 101-576, (31 U.S.C. 3521, 9105) requires that the IG audit each financial statement prepared under 31 U.S.C. 3515 by a USDA corporation, as defined by 31 U.S.C. 9101, in accordance with the Act's financial reporting requirements.

f Program Fraud Civil Remedies Act of 1986, (31 U.S.C. 3801 et seg.) authorizes the IG to investigate alleged violations of the Act. Departmental regulations, 7 CFR Part 1, Subpart L, require that the IG refer these reports of investigation to the reviewing official. The Secretary designated the General Counsel as the reviewing official and authorized the delegation of the functions of the reviewing official to subordinate employees of OGC.

g Government Management Reform Act, Public Law 203-356, requires all agencies mentioned in the Chief Financial Officers Act to be audited.

h Pursuant to 31 U.S.C. 1352(f), 7 CFR 3018.605 requires the IG to report to Congress each year on USDA's compliance with the limitation on the use of funds to influence contracting and financial transactions.

6 ORGANIZATION OF OIG

The IG reports to and is under the general supervision of the Secretary who can delegate this authority only to the Deputy Secretary.

OIG has a headquarters office in Washington, D.C., and regional offices throughout the United States. (See Figure 1 for an organization chart and Appendix A for regional office locations and areas covered.)

7 RESPONSIBILITIES OF USDA OFFICIALS AND EMPLOYEES

a Administration of Agency Programs. The functions of OIG do not replace established lines of managerial or operational authority and responsibility, nor eliminate the need for functional supervision and line

inspections as may be necessary for agencies and offices to discharge their assigned responsibilities.

Full responsibility is vested with agency officials for establishing, executing, and assuring compliance with policies, plans, and procedures; for developing and implementing systems of internal control that fulfill the objectives of the Federal Managers' Financial Integrity Act of 1982; for preparing financial statements in accordance with the requirements of the Chief Financial Officers Act of 1990; and for appropriate action on conditions needing improvements, including those reported by OIG.

b Agency Liaison Officer

(1) Each agency head will appoint an ALO to be the initial and primary contact between OIG and the agency to coordinate audit and investigative matters within the agency and to handle GAO reports and related correspondence. Agencies may appoint one ALO for both audit and investigation or may choose to appoint separate individuals for each function. Agencies will keep the AIG/A and AIG/I informed in writing of the name and title of the person(s) designated, including any changes in the designation.

(2) The ALO also will keep OIG informed of significant changes within the agency that affect OIG planning; e.g., changes in organization, legislation, program emphasis, and funding.

c Assistance to OIG. USDA employees and officials are expected to render all possible assistance during audits and investigations by providing records and explaining controls, systems, and practices relating to matters under review. If requested by OIG, officials will assign technical advisors to assist OIG staff.

d OIG Access to Information. Section 6(a)(1) of the IG Act entitles OIG auditors and investigators to records and information as requested from USDA employees.

e Cooperation with OIG. USDA employees are required to cooperate fully with OIG and to furnish signed sworn statements or affidavits when requested to do so. Furnishing false or misleading information or refusing to answer questions may result in disciplinary action against the employee.

If questioned on a matter that may lead to disciplinary action (noncriminal), the employee may request that a personal representative be

present, but the employee is nonetheless required to furnish pertinent information. If questioned on a matter that may lead to criminal prosecution, an employee may, where applicable, invoke the self-incrimination privilege of the Fifth Amendment to the United States Constitution.

f Reporting Known or Suspected Violations

(1) Agency Officials. Agency heads are responsible for actions that will ensure the enforcement of laws, Department regulations, and agency instructions. The agency head will issue instructions to require that known or suspected violations of law or regulations are expeditiously reported to OIG.

(2) USDA Employees. Each employee will promptly report to OIG or proper officials any instances of known or suspected violations or irregularities in USDA programs and any misconduct or irregular activities by any USDA employee.

(3) When Reporting is Not Required

(a) Reporting to OIG is not required for certain matters as discussed in sections 8 and 9 of this regulation.

(b) From time to time, DOJ or specific U.S. attorneys may establish guidelines for accepting or rejecting certain matters for criminal prosecution. These prosecutorial guidelines will be provided to the agencies involved. Apparent violations which do not meet the guidelines need not be reported to OIG and may be handled administratively.

(4) Reporting Based on Agreements. OIG has entered into individualized agreements with some USDA agencies, and those agreements describe in detail the matters that must be reported to OIG as opposed to matters that may be handled by an agency's compliance or enforcement unit.

(5) When Reporting is Required. Following are examples of matters which, if known, suspected, or alleged, MUST BE REPORTED to OIG.

(a) Violation of Federal criminal statutes.

(b) Allegations of criminal conduct involving any employee. See section 8 of this regulation regarding handling other employee misconduct matters.

(c) All employee misconduct allegations against the following types of USDA employees:

1 Presidential appointees;

2 members of the Senior Executive Service or equivalent employees under other pay systems; and

3 Schedule C employees.

(6) Reporting Bribery or Attempted Bribery of USDA Employees. Bribery includes the offering, giving, receiving, or soliciting of anything of value to influence an official act of an employee. Bribery or attempted bribery includes situations where a forthright offer was not made, but it is suspected that the employee is being "felt out" or that an offer of a bribe could reasonably be inferred. Since bribery allegations are especially sensitive, they require special reporting procedures. The following procedures will be used.

(a) Any Employee. Any employee, including a Federal licensee, who is offered a bribe or who believes that a bribe was offered to, solicited by, or accepted by another employee will immediately report that information directly (not through supervisory channels) to OIG in either of two ways.

1 During business hours, contact the appropriate SAC handling the geographic area where the offer was made. (See Appendix A.)

2 After business hours, call the OIG Bribery/Assault Line in Washington, D.C. (see Appendix A). The Bribery/Assault Line shall be used only to report actual or potential bribery situations.

(b) USDA Officials. USDA officials who receive any bribery allegation not previously reported to OIG shall immediately report it to OIG.

(c) Action after Reporting. After reporting the bribery or attempted bribery, the employee or USDA official shall follow the instructions of OIG or the FBI on what action to take to avoid jeopardizing any subsequent investigation. Also avoid disclosing the information, or that it was reported to OIG, to anyone without the prior approval of OIG or the FBI.

g Notification of Audits and Investigations. The OIG Annual Plan issued at the beginning of each fiscal year describes anticipated audit, investigative, and evaluation work. OIG collaborates with departmental and agency officials in determining the audits and evaluations to be included in the plan. OIG also gives advance notice of specific audits or investigations to appropriate agency officials, except in unusual circumstances where time or other considerations make notification impracticable.

(1) Audit. OIG management will notify agency officials of their intent to begin an audit and will arrange an entrance conference with agency officials to advise them of the purpose and objectives of the audit, its scope, and the general methodology and procedures to be followed.

(2) Investigations. OIG will issue a case opening memorandum to the appropriate officials. Upon receipt of notice that an investigation has been opened, agency officials shall notify employees who have a need to know of the investigation (unless they are subjects of an investigation or are the objects of a complaint or allegation of wrongdoing). In response to any inquiry regarding an OIG investigation, agency employees

shall not acknowledge that an investigation is being conducted or provide any other information unless OIG has notified the agency that such confirmation may be made or information provided. Any publicity about the allegations being investigated, or even about the existence of a planned investigation, may interfere with the inquiry or with necessary legal, administrative, contractual, or personnel action.

h Requests for Audits or Investigations

(1) Audits. Agency heads and other authorized agency officials shall direct requests for audits to the AIG/A. Requests for audits at the State or local level shall be forwarded to the cognizant RIG/A. (See Appendix A.)

(2) Investigations. Requests for domestic investigative services will be directed to the SAC with responsibility for the geographic area concerned. (See Appendix A.) Requests for investigations of foreign programs and for investigative services of extremely sensitive or unusual situations shall be directed to the AIG/I or to the IG.

(3) Preparing the Request. Requests shall be in writing, cite known pertinent facts, and specify what is to be audited or investigated. Where speed is essential, the request shall be made by telephone and confirmed by memorandum. OIG will acknowledge requests within 10 days of receipt.

i Administrative Action by Agencies. Agencies shall not take administrative or enforcement actions concerning matters under investigation by OIG without first coordinating with OIG. Agencies must, however, contact OIG if they believe administrative action is required to protect the Government's interest.

j Media Inquiries. Agencies shall refer all news media inquiries about any OIG activities to the AIG/PD&RM.

8 INVESTIGATIVE MATTERS TO BE HANDLED BY THE AGENCIES

a Employee Misconduct Investigations. In accordance with USDA regulations, agencies are authorized to conduct investigations of possible misconduct by their employees involving violations of rules, regulations or law that, if proved, will not likely result in criminal prosecution. Examples of such matters which may be handled by the agencies include the following.

- (1) Absence without leave and other attendance irregularities.
- (2) Conducting personal business during duty hours.
- (3) Fighting, threatening, or using abusive language to coworkers, supervisors, or the public.
- (4) Refusal or failure to follow instructions or procedures.
- (5) Neglect of duty.
- (6) Misuse of Government vehicles.
- (7) Off-duty conduct, unrelated to employment, resulting in arrest or conviction.
- (8) Use of Government facilities, supplies, equipment, services, telephones, or personnel for other than official business.
- (9) Falsification of application for employment.
- (10) Intoxication or consumption of alcohol or drugs while on duty.

If the agency believes that an investigation by OIG of these types of misconduct is necessary for some specific reason, the agency may request that OIG consider conducting such investigation.

b Accidents and Resulting Claims for Damage. Agencies will generally conduct their own accident inquiries except when OIG agrees to conduct the investigation upon a specific request from OGC or DOJ.

c Other Matters. Agencies will conduct their own inquiries into breaches of contract, negligence by warehouse operators or others, and noncriminal violations of USDA programs involving contractors, permittees, producers, borrowers, or others. If professional fact-finding assistance is needed and large amounts of money are involved, agencies may request OIG assistance, and OIG will conduct investigations where warranted.

9 INVESTIGATIVE MATTERS TO BE REPORTED TO AGENCIES OTHER THAN OIG

a Property Crimes. Agencies must report to the local law enforcement agency, the Federal Protective Service, or the FBI, as appropriate, any unlawful act (for example, theft or willful damage) committed on or against Federal property or premises. Concurrently notify the SAC for the geographical area if:

(1) There is any indication that a USDA employee is involved as a perpetrator; or

(2) there is any indication of organized activity, such as expressions of civil disobedience or terrorist acts.

b Assaults. Immediately report to the local law enforcement agency and to the SAC for the geographic area any crime threatened or committed against an employee if there is any indication that the threat or crime was related to the employee's job or the performance of official duties.

c Discrimination. Allegations of discrimination because of handicap, race, color, national origin, religion, age, or sex are to be handled in accordance with USDA regulations.

d Prohibited Political Activity. Forward allegations of prohibited political activity to Human Resources Management (HRM).

10 OIG HOTLINE

OIG maintains a "whistleblower hotline" and a post office box for USDA employees and the general public to report fraud, waste, or abuse in USDA programs or misconduct by a USDA employee. See Appendix A for the telephone numbers and addresses.

The IG Act prohibits OIG from disclosing the identity of the employee without consent or unless the IG determines it is unavoidable. The IG Act also prohibits personnel actions as reprisals against employees for making a complaint or disclosing information to DIG unless the complaint was made or the information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

11 APPROVAL AND OVERSIGHT OF AGENCY AUDIT OR INVESTIGATIVE FUNCTIONS

An agency proposing to establish a unit staffed by auditors or investigators shall submit a formal request to the AIG/A or AIG/I, as appropriate, prior to the establishment of such a unit.

If OIG agrees that it is appropriate for an agency to conduct audit or investigative functions with its own personnel (other than as 10 authorized in this regulation), the arrangement must be documented by a written agreement signed by OIG and the agency. The agreement will explain why the agency will perform the function and define the responsibilities of the agency and OIG. The agreement will include a specific date when it must be renewed or it will expire. OIG will retain general oversight responsibility for such functions.

12 USING NON-FEDERAL PERSONNEL FOR AUDITS

a Approval/Agreement for the Use of Non-Federal Personnel. Non-Federal personnel will not conduct audits of departmental operations without the prior approval of OIG in a written agreement signed by OIG and the agency.

b OIG Use of Non-Federal Personnel for Audits. When essential to accomplishment of the USDA audit mission, OIG may enter into contracts for audit services with State audit staffs, independent public accountants, and other organizations outside the Department.

c Limitations on the Use of Non-Federal Personnel for Audits

Programmatic Requirements. USDA program participants (individuals or entities) funded by the Department may be subject to audit by non-Federal auditors under the provision of departmental regulations. OIG will ensure the quality of these audits by conducting periodic reviews of the audits required by USDA agencies and performed by non-Federal auditors. It is the policy of OIG to rely on these audits to the fullest extent practicable. However, for all audits that they have required, USDA agencies must assure the following.

(1) Stipulate that audits conducted by non-Federal auditors be performed in accordance with the generally accepted Government auditing standards issued by the Comptroller General of the United States. For single audits, there must be further stipulation that the requirements of OMB Circulars A-128 and A-133 are met.

(2) Require that all irregularities involving fraud, abuse, or illegal acts discovered by non-Federal auditors, regardless of materiality, be reported by the auditors to the Federal agency arranging for the audit and to OIG for appropriate action.

(3) Provide for OIG (and GAO) to have access to all audit-related documents, including audit reports, correspondence,

workpapers, and management letters prepared by non-Federal auditors. Further, the results of peer reviews and partners' inspections made by national or State accounting organizations must be made available to DIG upon request.

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(4) Establish an audit tracking and monitoring system, based on the universe of organizations subject to audit, to ensure that agency audit requirements are met.

(5) Maintain systems and procedures for programmatic reviews of all audit reports, including analysis and evaluation of the activity and followup of findings and recommendations.

(6) Refer to OIG those audit reports where clarification or technical advice is needed, where the independence of the auditor is questioned, a financial interest is suspected, or substandard work is suspected.

(7) For Single Audit Act entities, provide that additional audit requirements be planned and carried out in a manner that builds upon the single audit, and are arranged and paid for by the program agency. Additional audit requirements are those which do not duplicate audit work performed during a single audit. Agency audit requirements shall be established by regulation or policy directive, and include a provision that the (reasonable) cost of additional audit requirements are an approved program expense.

(8) Establish policy for frequency of audits required by the agency (annual, semiannual, etc.).

13 RELEASE OF OIG REPORTS

a Release of Report of Investigation (ROI). The ROI is FOR OFFICIAL USE ONLY. ROI's are part of an OIG system of records that is governed by the Privacy Act. To maintain security and confidentiality of ROI's, generally, distribution is limited to those USDA officials who can take action based on the reports or have an official need to know the results of investigations.

The ROI and its contents must not be discussed or distributed outside USDA agencies or staff offices, nor duplicated without prior clearance from OIG.

Exceptions to the above may be made under the circumstances described below if all information that is subject to restricted release by statute (including the **Privacy Act and Freedom of Information Act**) is redacted before the ROI or portion thereof is released; e.g., names of criminal investigators and witnesses, identifying information, etc.

(1) If disciplinary or administrative action is proposed against a USDA employee based on an ROI, the cognizant USDA agency or staff office may release to the employee or his/her representative **ONLY** those portions of the redacted ROI on which the proposed action is based, unless OIG has instructed otherwise on an individual case.

(2) If appeals of agency program decisions are based on an ROI, agencies having special agreements with OIG may furnish the appellant or subject a copy of the redacted ROI.

Direct all requests for release or duplication of an ROI by USDA agencies or staff offices to the cognizant SAC or the AIG/I.

Agencies **MUST** destroy ROI's when appropriate criminal, civil, or administrative actions have been taken.

b Routine Release of Audit Reports. Draft audit reports must not be released, shared, or discussed with any individual outside the Department except with the specific authorization of OIG. Circulation within the Department must be limited only to those officials having a need to know. When preparing a response to a draft audit report, agencies must exclude identifiers to individual persons, pursuant to the Privacy Act, because such responses are attached to final audit reports and, thus, made part of the official record.

Release of a final audit report is generally confined to USDA action agencies, other USDA agencies having an official interest, entities receiving USDA funding that were the subject of the audit (e.g., State agencies), and central guidance agencies such as GAO and OMB.

c Requests for OIG Reports. Any request for copies of DIG audit or investigative reports that agencies receive from the public, outside the Department, or from entities or individuals not included in OIG's distribution, must be referred to the AIG/PD&RM for review pursuant to the Freedom of Information Act (5 U.S.C. 522) or Privacy Act (5 U.S.C. 522a). Send requests to USDA, OIG, AIG/PD&RM, USDA STOP 2310, Washington, D.C. 20250-2310.

d Release by OGC. OGC may release OIG reports or provide for release of OIG reports by departmental agencies for the purpose of furthering the Department's interests in adversary proceedings such as litigation, judicial proceedings, or administrative hearings. OGC must notify OIG when an ROI or audit report is released.

14 CORRECTIVE ACTION ON OIG REPORTS

a Audit Recommendations. Departmental Regulation 1720-1, Audit Followup, Management Decisions and Final Actions, prescribes the procedures for management decisions and final actions on OIG audit reports. Agencies must implement adequate audit resolution procedures for audits made both by Federal and non-Federal auditors to ensure that audit findings and recommendations are evaluated and acted on in a timely manner.

b Report of Investigation. The OIG office that issues a report is responsible for following to conclusion all matters reported.

(1) Action Addressee. This official will inform the OIG and OGC of all administrative action planned or taken. Legal action shall be coordinated with OIG, OGC, and DOJ.

(2) Closing Action. OIG will consider an investigative matter closed when both of the following conditions have been met.

(a) Criminal and civil legal action is completed or declined by DOJ, or OGC if the report was sent to OGC. A final judgment or settlement by DOJ in a civil case is considered the completion of legal action, even though the amount has not been collected.

(b) Necessary administrative action is completed; e.g., an amount of indebtedness is determined and arrangements are made for its payment, personnel actions or contractual remedies are initiated and accomplished, suspension, or debarment is completed, a Department service, license, permit, or authorization is withheld, suspended or revoked, etc.

Agencies are responsible for taking or following any additional action necessary to conclude a case, such as collecting periodic payments.

15 RELATIONSHIP WITH THE FEDERAL BUREAU OF INVESTIGATION

a Liaison. OIG is USDA's liaison with the FBI except that the Director, HRM, is the liaison official on matters which involve the USDA personnel security program. The IG has delegated to the AIG/I the authority to carry out USDA/s operational liaison with the FBI.

b Control of Information. OIG receives information from the FBI in the form of investigative reports, letters, or memorandums. The AIG/I is responsible for receipt, handling, and prompt referral of documents to interested USDA agencies. Agencies shall establish controls to ensure that FBI documents or copies or parts thereof are adequately safeguarded while in their custody and are destroyed as soon as agency needs are served.

c Use of FBI Information. Reports and other communications received from the FBI, or the contents of these documents, may be disseminated only to USDA persons who need the information in their official capacities. Advance permission must be obtained from HRM (for personnel security program matters) or from OIG (for all other matters) before an FBI document is referenced, copied, reproduced, paraphrased, quoted, portions extracted therefrom, or used as a part of an exhibit to any Department report, file, or other record which may have a distribution broader than that outlined in this paragraph. FBI reports shall not be made available to any other individual or entity unless advance permission is obtained from the FBI by OIG and the release does not violate the Privacy Act.

FBI documents shall not be made available to the individuals investigated or their representatives. Consequently, such documents may not be used within USDA as the basis for instituting adverse actions against employees unless prior permission has been obtained from HRM (for personnel security program matters) or from OIG (for all other matters). OIG may need to conduct investigations to independently obtain and report such information needed to maintain the integrity of USDA personnel and programs. Upon agency request, OIG will determine the cases in which it will conduct such investigation and will notify appropriate Department officials of its determination.

-END-

APPENDIX A

OMCE OF INSPECTOR GENERAL CONTACTS

BRIBERY/ASSAULT LINE - 202-720-7257

WHISTLEBLOWER HOTLINE -

1-800-424-9121 (toll free)

202-690-1622 Washington D.C. or FTS

202-690-1202 Telecommunication Device for the Deaf

OIG INVESTIGATIONS - P.O. Box 23399, Washington, DC 20026

OIG REGIONAL OMCEs

REGION &	INVESTIGATIONS	AUDIT
AREA COVERED	ADDRESS/TELEPHONE	ADDRESS/TELEPHONE
NORTH ATLANTIC	26 Federal Plaza	
CT, ME, MA, NH, NJ, NY,	NY, NY 10278	
PR, RI, VT, VI	(212-264-8400)	
NORTHEAST	Suite 5DO6	
DE, DC, MD, PA, VA, WV	4700 River Rd. (Mail-Unit 15 1)	
	Riverdale, MD 20737-1237	
	(301-734-8850)	
NORTHEAST		Suite 5DO6
CT, DE, DC, MD, ME,		4700 River Rd. (Mail-Unit 151)
MA, NH, NJ, NY, PA, PR,		Riverdale, MD 20737-1237
RI, VA, VT, VI, WV		(301-734-8763)
SOUTHEAST	401 W. Peachtree St., NW	401 W. Peachtree St., NW.
AL, FL, GA, KY,	Atlanta, GA 30365-3520	Atlanta, GA 30365-3520
MS, NC, SC, TN	(404-730-3170)	(404-730-3210)
MIDWEST REGION	111 N. Canal St.	111 N. Canal St.

IL, IN, MI, MN, OH, WI	Chicago, IL 60606-7295	Chicago, IL 60606-7295
	(312-353-1358)	(312-353-1352)
SOUTHWEST	101 South Main	
AR, LA, OK, TX	Temple, TX 76501	
	(817-298-1351)	
SOUTHWEST		101 South Main
AR, LA, NM, OK, TX		Temple, TX 76501
		(817-298-1430)
REGION &	INVESTIGATIONS	AUDIT
AREA COVERED	ADDRESS/TELEPHONE	ADDRESS/TELEPHONE
GREAT PLAINS	9435 Holmes Road	9435 Holmes Road
CO, IA, KS, MO, MT, NE,	Kansas City, MO 64131	Kansas City, MO 64131
ND, SD, WY, UT	(Mailing Address:	(Mailing Address:
	P.O. Box 293	P.O. Box 293
	Kansas City, MO 64141)	Kansas City, MO 64141)
	(816-926-7716)	(816-926-7667)
WESTERN	600 Harrison St., Suite 225	
AK, AZ, CA, HA, ID, NM,	San Francisco, CA 94107	
NV, OR, Guam, Tr of		
Pacific, WA	(415-744-2887)	
WESTERN		600 Harrison St., Suite 225
AK, AZ, CA, HA, ID, NV,		San Francisco, CA 94107
OR, Guam, Tr of Pacific,		
WA		(415-744-2851)

FIN. & ADP		9435 Holmes Road
OPERATIONS		Kansas City, MO 64131
National Information		(Mailing Address:
Technology Center, Kansas		P.O. Box 293
City, MO, and Ft. Collins,		Kansas City, MO 64141)
CO,		
Rural Development, National		(816-926-7657)
Finance Center, St.		
Louis MO,		
FSA Kansas City Mgmt.		
Office and Kansas City		
Commodity Office,		
Risk Management Agency		